

**M e m o r a n d u m**

Date: July 1, 2008

To: Valley Division

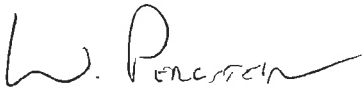
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Oroville Area

File No.: 012.13057.13057.chinsp2008q2

Subject: SECOND QUARTER INFORMAL CHAPTER INSPECTION

Pursuant to Valley Division's memorandum dated October 15, 2007, regarding chapter inspections, the Oroville Area has scheduled quarterly informal chapter inspections. In accordance with that schedule, Oroville Area completed a Chapter 6, Fleet Management, inspection during the second quarter of 2008.

If any additional information is needed, please do not hesitate to contact me at (530) 538-2700.



W. PERLSTEIN, Lieutenant  
Commander

*Safety, Service, and Security*


# AREA MANAGEMENT EVALUATION

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Oroville	DIVISION Valley	NUMBER 240
EVALUATED BY Perlstein		DATE 06/30/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ 	DATE 06/30/2008

### 1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Lieutenant and Admin Sergeant

b. What is the background experience of the Automotive Technician (AT)? 26 Years as an AT for the CHP.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? All routine maintenance and minor repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Area security checks, exterior facilities inspections, and occupational safety committee.

### 2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 9

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Authorized ride alongs

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

### 3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Oroville Ford Dealership, Dodge Dealership Chico, Dirk's

Transmission, SSS Tires

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Must be bonded and licensed, and selected based on quality, cost and service.

(3) What are the hourly rates being charged? \$85.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 60

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By contract weekly.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Area vehicle defect form.

(1) Who is authorized to declare a vehicle unsafe for patrol? All employees.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Life of the vehicle plus 3 years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? N/A ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Change of vehicle assignment if necessary.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The program maintains consistency in averaging milage.

c. How does the Area project run outs? Within 5,000 miles, AT sends CHP Form 57 to FOS (6 weeks prior to run out).

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

#### 5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

No

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? JAN 2008

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? AT/SWTS/OFFICERS

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? N/A

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available? N/A

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? N/A

☐ Yes ☐ No

#### 6. TIRES, PARTS AND SUPPLIES

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

No

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided? N/A

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? All Area employees.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Tire rack with chain.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? *N/A* ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? By FOS contract/at time of purchase and replacement.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Admin sergeant.

## 7. FUEL DISPENSING FACILITY

EVALUATED  
Yes

ACTION REQUIRED  
No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager Card.

(a) Is self-service or full-service used? Self-service.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?	Officers/employees.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Officers/AT.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	CHP Form 36 and Area fuel log.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Reconciled on a daily basis.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	February 2008.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Every three months - as needed.	
(2) At what level is it refilled?	1,700 gallons (12,000 gallon tank).	
i. How does the Area secure the fuel pumps when they are not in use?	Pad locks and behind secure gate.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(1) Are the AT's work areas inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
b. Are there possible unsafe conditions within the AT's work areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No
(1) Is the shop floor clean and free of any spills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(2) Are electrical cords or hoses posing a hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(3) Are fire extinguishers charged, inspected and of the proper type?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(4) Are any batteries leaking or stored improperly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No
(5) Are there loose items on the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(a) Are they worn by the AT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(7) Is the battery charger in a safe place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(8) Are masks available for AT's to wear when servicing brakes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(a) If yes, are they worn?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No
(9) Are jack stands properly utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
c. What is the Area occupational safety record as it relates to fleet management?	No injuries during this reporting period.		

(1) Have any injuries been prevented with an improved safety awareness program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
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9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(1) Are they conveniently located and available to the AT and supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(2) Do files contain all required documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(1) Are documents legible and complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(2) Who reviews the FF reports?	AT/Admin Sergeant		
(3) How is the information used in Area's fleet administration?	N/A - the CHP 424 is used.		
c. Is the CHP 424 current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No



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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved? <i>N/A</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	No, done by delegation, contract, invoice then credit card.	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

### 10. CONDITION OF THE FLEET

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### 11. MOTORCYCLES

*N/A*

EVALUATED	ACTION REQUIRED	CORRECTED
<i>NO</i>		

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		

(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?

☐ Yes☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes☐ No

(a) Are mandatory exercises being conducted?

☐ Yes☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes☐ No

(2) Is the repair person proficient?

☐ Yes☐ No

(3) Is service available on weekends?

☐ Yes☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes☐ No

(6) Are any repairs being done by riders?

☐ Yes☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes☐ No

(1) Is safety compromised?

☐ Yes☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes☐ No

(a) Has it been inspected and approved?

☐ Yes☐ No

(b) Are records of the approval on file?

☐ Yes☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes☐ No

(2) Is there ample supply available?

☐ Yes☐ No

(3) Are spare tires available?

☐ Yes☐ No

(4) Is a battery charger available?

☐ Yes☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

*Suspense 6-30-08  
EN 25*

**M e m o r a n d u m**

*project # 201-20084-  
0386*

**C O N F I D E N T I A L**

Date: April 10, 2008

To: Oroville Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Valley Division

File No.: 201.10916.15583.08-154

Subject: CHAPTER 15 FORMAL INSPECTION RESULTS/ACTION ITEMS

Attached are the results of the recent Chapter Inspection conducted on your command during the first quarter of 2008. Evaluators have provided several recommendations/action items for improvement. As these are all minor in nature, a Division suspense date of June 30, 2008, has been established. Area will be responsible to ensure the corrective actions are implemented and a report on status is generated to Division by the date indicated above.

If you have any questions on the contents of either report, please do not hesitate to contact Assistant Chief Segura or Sergeant Jaeson White, at (916) 464-2090.

  
A. S. CUEVAS, Chief

Attachments

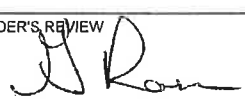
*Safety, Service, and Security*

**AREA MANAGEMENT EVALUATION****FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Truckee	DIVISION Valley	NUMBER 222
EVALUATED BY Sergeant Steve Bryan 10527		DATE 09/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW  DATE 10-15-08	
BY <u>                    </u> <input type="checkbox"/> Correction Report		EVALUATED Yes	ACTION REQUIRED Yes CORRECTED 09/25/2008

**1. AREA ADMINISTRATION**

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Administrative Sergeant, Commander

b. What is the background experience of the Automotive Technician (AT)? Auto Tech II, formally Licensed Mechanic

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Oil changes, transmission oil changes, brake jobs and other maintenance to vehicles when he has the appropriate tools and equipment.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Building maintenance and janitorial duties occasionally. The Truckee Area has no full time janitor, a part time Janitorial service only and has had no Maintenance Worker for years.

**2. VEHICLE USE**

EVALUATED	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 6 Class E sedans, 9 SUV's, 1 MRE P-U. (Truckee Area and DPIP)

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? No.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Resident Post, on call supervisor, Commander, K-9.

d. Who does the commander allow to ride in vehicles? Applicants and authorized news media personnel.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford and Dodge Dealerships, local automotive repair facility.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The area has no local dealerships and several local automotive repair facilities.

(3) What are the hourly rates being charged? Dealer, \$91.00 hr. Local auto repair, \$85.00 hr.

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? All vehicles.

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? All vehicles are washed and the interiors cleaned on a weekly basis.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? A clip board with defective vehicle report forms is located next to the area's key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? All personnel who are authorized to drive the vehicles, and the A/T.

(a) Who determines when a vehicle is safe after repair or checking of defects? A/T or supervisor.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? Limited or additional driving of the vehicles.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☒ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The A/T monitors the vehicles milage accumulation and will either limited or increase the mileage to the vehicles and personnel driving them.

c. How does the Area project run outs? The A/T projects the E class sedans 45 days out and the SUV's 6 months out with MTS for replacement.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
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(2) What has been the condition of vehicles returned to FOS? In a used car condition, clean, dent free and in running condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED  
See comment on 454

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☒ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

**6. TIRES, PARTS AND SUPPLIES**

EVALUATED  
Yes

ACTION REQUIRED  
Yes

CORRECTED  
See comment on 454

a. Is the space provided for parts and supplies adequate?

☐ Yes ☒ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Commander, Supervisors and A/T.

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☒ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No



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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Chained and locked tire racks, storage bins.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☐ Yes ☒ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? The tires are picked up by contract vendor set up by BSS. Batteries are turned back into the auto parts store and a refund received as core charge.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Sergeant Jon Dietrich and the A/T.

**7. FUEL DISPENSING FACILITY**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? The assigned vehicles credit card is used at local stations and the local Cal-Trans fuel pumps are utilized.

(a) Is self-service or full-service used? Self-service

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Drivers of the vehicles.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Supervisors, Commander and the A/T.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Fuel log sign in sheet maintained at the gas pump.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The A/T contacts the on duty supervisor.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? 09-18-08		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Every 3 to 4 months.		
(2) At what level is it refilled? 20 percent.		
i. How does the Area secure the fuel pumps when they are not in use? Pad locks.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. VEHICLE RECORDS AND MAINTENANCE</b>	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED 09/25/2008
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			Unused body repair estimates are kept behind run out vehicle files.
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Supervisor and A/T.			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? A rubber stamp is used to fill in the approvers signature and date.		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
	N/A	N/A	

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		

(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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d. What type of active safety program does the Area have?		
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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes☐ No

(a) Is a supervisor's permission required?

☐ Yes☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes☐ No

(3) Is service up-to-date?

☐ Yes☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes☐ No

## AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT:

DATE: 09/24/2008.

[illegible]